APPEAL INFORMATION AND GUIDELINES

In order for the Educational Opportunity Program to reconsider first time acceptance to EOP or the Guardian Scholars Program or re-acceptance to the program for current students that have been removed for noncompliance with EOP requirements; an appeal petition in one of the following categories must be submitted: NEW FALL 2016 APPLICANT or CURRENT/CONTINUING STUDENT.

Appeals must be submitted and are due within 10 business days from the date you are notified of the EOP decision to be denied or dismissed from the program; or 10 business days from your notification to attend First Contact, Summer Bridge or EOP Town Hall. An appeal may only be submitted once and it must bring to light new and compelling information that was not included in your: EOP, CSU or Guardian Scholars Program Application, student record or other extenuating circumstances.

This form is NOT to be used to file an admission appeal to San Jose State University. For more information on how to appeal a SJSU admission decision, please visit http://info.sjsu.edu/web-dbgen/narr/static/admission/appeals.html

SUBMIT YOUR APPEAL

Appeals typically will be processed within three (3) weeks of receipt and decisions will be sent via messaging on MySJSU or GradesFirst.

Email: eop@sjsu.edu (preferred)
In Person: EOP Front Desk, Clark Hall, 1st floor
Fax: 408-924-1197
Mail: San Jose State University
      EOP APPEAL
      One Washington Square
      San Jose, CA 95192-0196

TYPES OF APPEAL

1. NEW FALL 2016 APPLICANT

   EOP or Guardian Scholars Program (GSP): The EOP acceptance process is completely objective, based on each applicant's self-reported academic qualifications on the EOP Application and/or on the Guardian Scholar Program Application. In order for an EOP decision to be appealed, you must have new and compelling evidence that was not evident in your original application. Updates of senior year grades or increased test score results are not eligible reasons to appeal an EOP denial. Missing deadlines for any part of your application is not a reason for appeal by itself. You must show extenuating circumstances beyond your control that prevented you from meeting EOP or Guardian Scholar Program deadlines.

   Applicants should also file under this type of appeal if:
   - They are unable to attend EOP First Contact.
   - They are unable to attend EOP Summer Bridge (required to complete remedial Math and English).
   - Have been denied acceptance to EOP due to missing FAFSA/CA Dream Act Application that was filed by the deadline.

2. CURRENT/CONTINUING STUDENT

   Current/Continuing students removed from EOP for noncompliance with requirements: EOP students are informed via email (through GradesFirst at the beginning of each semester) if they are on EOP Program Probation and the specific guidelines and responsibilities for EOP. Students are also informed throughout the semester, during their EOP advising appointments and through the EOP website of requirements. Failure to complete the required student responsibilities after a student is on EOP Program Probation results in being dismissed from EOP with no ability to reapply for EOP in a future semester.

   An appeal under this category must bring to light the extenuating circumstances that caused your inability to complete the required responsibilities. In addition, your personal statement must clearly state how you will rectify the noncompliance of the responsibilities and become a contributing member of the EOP community.

   All students (new and continuing) should also file under this type of appeal if:
   - They are unable to attend the EOP Town Hall meeting.
INSTRUCTIONS

Complete the form, print clearly, and indicate the appeal category requested (refer to page 1 for details). Appeals must be submitted and are due within 10 business days from the date you are notified of the EOP decision to be denied or dismissed from the program; or 10 business days from your notification to attend First Contact, Summer Bridge or EOP Town Hall.

Name:  
(First)  
(Last)

Address:  
(Include Apt #)  
(City, State, Zip)

Phone:  
(  )  
-

Email:

1. NEW FALL 2016 APPLICANT  (Please select one of the categories below)

<table>
<thead>
<tr>
<th>Denied EOP Acceptance</th>
<th>Unable to attend First Contact (New Transfers &amp; New Freshmen)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missing FAFSA/Dream Act Application or new/compelling information</td>
<td>Must demonstrate extenuating circumstances</td>
</tr>
<tr>
<td>Request release from New Student orICIW Mentoring Program</td>
<td>Unable to attend EOP Summer Bridge (New Freshmen Only)</td>
</tr>
<tr>
<td>Must demonstrate that mentoring program creates a hardship or that similar services are obtained elsewhere</td>
<td>Must demonstrate extenuating circumstances for non attendance, only for applicants that are required to complete English and math remediation</td>
</tr>
</tbody>
</table>

2. CURRENT/CONTINUING STUDENT  (Please select one of the categories below)

<table>
<thead>
<tr>
<th>Unable to attend EOP Town Hall (New &amp; Continuing Students)</th>
<th>Unable to attend GSP Meeting (Guardian Scholars Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must demonstrate extenuating circumstances</td>
<td></td>
</tr>
<tr>
<td>Removed from EOP - Death of Immediate Family Member</td>
<td>Removed from EOP - Change in family status</td>
</tr>
<tr>
<td>(e.g. divorce, new child)</td>
<td>(e.g. a substantial increase in hours, promotion, financial hardship)</td>
</tr>
<tr>
<td>Removed from EOP - Health Related</td>
<td>Removed from EOP - Employment</td>
</tr>
<tr>
<td>(e.g. self or immediate family)</td>
<td></td>
</tr>
</tbody>
</table>

All appeals must include a statement and appropriate documents for medical/health, travel or employment related reasons. Appeals submitted without a typed statement and/or required documentation will automatically be denied.

REQUIRED STATEMENT: All appeals must include a personal statement written by the applicant/student informing the committee of your situation and clarifying the new and compelling information. Statements should be typed, double spaced, a maximum of 2 pages, presenting new/compelling information, as detailed as possible including reason for the appeal.

REQUIRED DOCUMENTS: Supporting documents are required for health/medical, travel or employment related reasons.

- Medical – copies only (no originals) of official documents verifying illness/treatment for specific day.
- Travel – copies of itinerary and/or actual tickets showing name, dates of travel and location traveled to/from.
- Work – on company letterhead (signed & dated) including your full name and date/time worked or other official time keeping notice.
- Transcripts – new freshmen/transfers: only if requested, they must be official and sealed.

STUDENT
SIGNATURE:  
SJSU ID:  
DATE:

☐ Approved  ☐ Denied  ☐ Additional Info

Comments:  
Date Received:  

Rev 04/2016